

**STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL/OEE0**

STANDARD OPERATING PROCEDURE

I. UNIQUE AND UNUSUAL CIRCUMSTANCES

A. Purpose

The purpose of this SOP is to provide guidelines for submitting and reviewing requests for approval to hire using 2 AAC 07.170, unique and unusual circumstances. Unique and unusual circumstances is defined narrowly and always requires the approval of the director of the Division of Personnel. Unique and unusual circumstances for selection below the top five eligibles is appropriate only when there are unique requirements for the position which are not expected to be met by the majority of candidates on the eligible list.

B. Scope

The SOP applies to all classified positions for which the hiring department has identified a need to use specialized qualifications which would narrow the minimum qualifications stated on the class specifications.

C. Authority

2 AAC 07.170(c) describes unique and unusual circumstances and the requirements for using this provision.

D. Requests

1. Selection of a candidate from an eligible list using unique and unusual circumstances always requires the prior approval of the director of the Division of Personnel. Approval must be obtained prior to the request for certification.
2. The request and approval for unique and unusual circumstances must be made prior to the department's request for certification for the position.
3. The request must be made in writing and must contain the information listed below (see Addendum A for suggested format).
 - a. List the PCN and class title.
 - b. State the reasons and circumstances which make specialized qualifications necessary.
 - c. List the specific kinds of specialized education and/or experience and the number of months and/or years required. Objective/measurable criteria is needed when working the eligible list.

U
n
i
q
u
e
a
n
d
U
n
u
s
u
a
l
C
i
r
c
u
m
s
t
a
n
c
e

STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL/OEEO

STANDARD OPERATING PROCEDURE

The unique and unusual criteria should be a narrowing of the kinds of experience considered qualifying, and not a requirement for additional years of experience. The selection criteria will be applied after the minimum qualifications for the class have been met; the minimum qualifications need not be repeated.

- d. Place an approval block at the bottom of the memorandum for the director's signature.

E. Review

Requests for unique and unusual circumstances are reviewed by the Classification and Examining section. The following are criteria considered during review.

1. The position must be sufficiently different from general positions within the same class title to warrant the use of "unique and unusual." These differences must be clearly documented in the PDQ.
2. The position is required to perform as a specialist, consultant or subject matter expert, or there is another job related reason for requiring specialized qualifications.
3. There is a determination that many of the eligibles for the job class would not be able to perform the duties of this position.
4. The "specialization" or restrictive requirement could not reasonably be learned during the probationary period.

The selection criteria must be in terms of number of months/years of particular kinds of education or experience; it must be measurable and not a requirement for additional years of experience.

Once use of unique and unusual circumstances is approved for a specific position, the approval remains in effect until the position is reclassified or approval is revoked.

F. Recruitment

When requesting recruitment, the department must attach a copy of the unique/unusual approval so that advertising can list desired qualifications.

G. Certification

1. Per Personnel Rule 2 AAC 07.170, the appointing authority is required to make sufficient inquiry to determine the top five candidates under the unique and

U
n
i
q
u
e
a
n
d
U
n
u
s
u
a
l
C
i
r
c
u
m
s
t
a
n
c
e

STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL/OEEO

STANDARD OPERATING PROCEDURE

unusual circumstances and record an "evaluation" of the candidate selected and each of the candidates listed higher on the eligible list than the individual selected. The evaluation consists of the specific requirements in the unique/unusual criteria that the candidate did or did not meet.

2. A copy of the unique/unusual approval and the recorded evaluations of the candidates must be submitted to the Division of Personnel along with the worked eligible list for each appointment made under unique and unusual circumstances. This includes appointments made to job classes where certification authority is delegated to the department.

H. Audit

1. Appointments which are not justified under 2 AAC 07.170(c) may be voided by the director of the Division of Personnel.
2. The Division of Personnel will periodically audit unique and unusual appointments.

U
n
i
q
u
e
a
n
d
U
n
u
s
u
a
l
C
i
r
c
u
m
s
t
a
n
c
e

ADDENDUM A

To: David K. F. Otto
Director
Division of Personnel
Department of Administration

Subject: Unique and Unusual
Circumstances

From:
Personnel Officer
Department of

The Department of _____ requests authority to hire using Personnel Rule 2 AAC 07.170(c), unique and unusual circumstances, for PCN _____, (class title).

(State reasons for the request and circumstances which make specialized qualifications necessary. Explain why specialized training or experience beyond the minimum qualifications is required prior to entry on the job.)

Permission is requested to select from among those candidates on the eligible list who meet the following criteria:

(List the specific kind of specialized education and/or experience and the number of months or years required.)

☐ APPROVED

☐ DISAPPROVED

David K. F. Otto
Director

Date